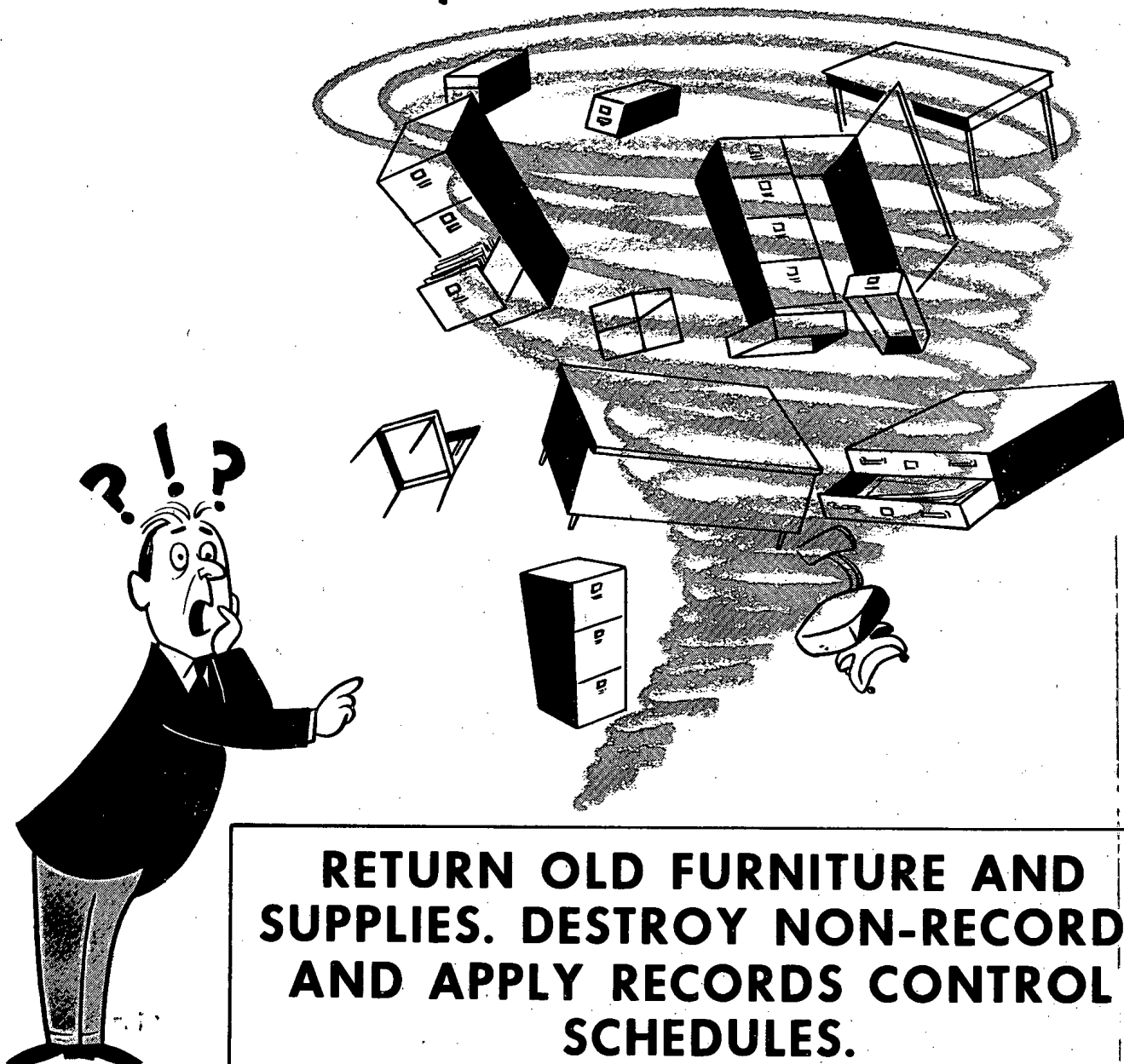


# **CLEAN-UP CAMPAIGN**

**Stir up a WHIRLWIND**



**RETURN OLD FURNITURE AND  
SUPPLIES. DESTROY NON-RECORDS  
AND APPLY RECORDS CONTROL  
SCHEDULES.**

## CLEAN-UP CAMPAIGN

## DO IT YOURSELF - DO IT NOW

Listed below are some of the items that should be destroyed in accordance with instructions issued by the Secretary or returned to appropriate offices during the Clean-Up Campaign. The appropriate disposition for each item is indicated opposite the item. Also refer to the Department Records Management Manual, Records Control Schedules, Appendices A and B for description and disposition of other records. No files other than the types described below and those covered by the Records Control Schedules should be destroyed without consulting your records officer.

Contact your records officer regarding any records that have not been scheduled for disposition.

<u>Item No.</u>	<u>Description</u>	<u>Proper Disposition</u>
	<u>Publications and Other Printed Materials.</u>	
1	Telephone Directories (obsolete copies).	Destroy
2	Manual issuances (obsolete copies), except official record copy.	Destroy
3	Library Accession List (except current list).	Destroy
4	List of conferences and meetings (except current list).	Destroy
5	Stock catalogue (obsolete copies).	Destroy
6	Extra or stock copies of documents no longer needed for distribution purposes.	Destroy
7	Railroad, steamship, and airline time tables. obsolete copies.	Destroy
8	Vendors, catalogues, and price lists, obsolete copies.	Destroy
9	Almanacs, obsolete copies.	Destroy

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<u>Item No.</u>	<u>Description</u>	<u>Proper Disposition</u>
10	Publications from other Government agencies which are not in current use, e.g.: U. S. Government Organizational Manual, obsolete copies, and U.S., General Accounting Office salary tables, obsolete copies.	Destroy
<u>Legislative Publications and Documents</u>		
11	Congressional Directories, obsolete copies.	Destroy
12	Congressional Records, obsolete copies.	Destroy
13	Congressional Record Quarterly, obsolete copies	Destroy
14	Federal Register, obsolete copies.	Destroy
15	Duplicate copies of appropriation hearings.	Destroy
<u>Office Working Files</u>		
16	Rough drafts and working notes from which reports, staff papers, and other documents have been prepared and approved.	Destroy
17	Stenographic notebooks from which notes have been transcribed.	Destroy
18	Information copies of telegrams, dispatches, instructions, airgrams, memoranda, correspondence and other documents which are not a part of the official subject or case file.	Destroy after 1 year
19	Chronological or reading files maintained by drafting office.	Destroy after 1 year
20	Used hectograph and mimeograph stencil and multilith mats.	Destroy after 2 years

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<u>Item No.</u>	<u>Description</u>	<u>Proper Disposition</u>
	<u>Miscellaneous Administrative and Reference Material</u>	
21	Anonymous and crank letters.	Destroy after 3 months
22	Correspondence replying to complaints.	Destroy after 1 year
23	Correspondence making routine arrangements for speeches.	Destroy after 1 year
24	Correspondence forwarding publications, acknowledging letters or publications.	Destroy after 1 year
25	Letters and memoranda of transmittal without attachments.	Destroy after 1 year
26	Letters, notes, and memoranda of simple acknowledgement, and expression of appreciation for cooperation or assistance.	Destroy after 1 year
27	Requests for information and replies involving no administrative action, no new decisions by HEW, and no original development of special data.	Destroy after 1 year
28	Correspondence regarding plans for meetings or conferences, (e.g., invitations to attend and acceptances or regrets, notices, arrangements for space and facilities, arrangements for chairmen, arrangements for speakers) not including record copy of finally approved agenda or programs, minutes, transcripts of proceedings, speeches delivered, and comments made at or after the meetings or conferences.	Destroy after 1 year
29	Mailing lists, notices of corrections in mailing lists, correspondence and memoranda regarding changes or corrections in mailing lists.	Destroy after 1 year
30	Correspondence, memoranda, and notices regarding changes or corrections in directories. (This does not include record copies of directories.)	Destroy after 1 year
31	Correspondence and internal memoranda regarding details of office management (e.g., preparation and forwarding of checks; arrangement for leave, for travel, for courteous reception and general cooperation, itineraries, etc.).	Destroy after 1 year

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<u>Item No.</u>	<u>Description</u>	<u>Proper Disposition</u>
32	Minor items of reference data sent to regional offices solely for their information and not requiring any specific administrative action.	Destroy after 1 year
33	Internal memoranda making arrangements for duplicating, for photographing, for the preparation of graphs or charts, and for stenographic or clerical services.	Destroy after 1 year
34	Records pertaining to charity drives, bond campaigns, and other voluntary activities not part of the regularly assigned functions of the agency.	Destroy after 1 year
35	Correspondence regarding progress in publication of completed studies.	Destroy after 2 years
36	Issuances, notices, reports, releases, tabulations, and publications of other Federal or State agencies requiring no administrative action by HEW and submitted to it for its general information only.	Destroy after 2 years
37	Statistical information supplied to other agencies but not involving any original investigations.	Destroy after 2 years
<u>Supplies and Equipment</u>		
38	Obsolete blank forms.	Destroy
39	Excess or unused office supplies which are not needed in the current operation of an office.	Return to stock
40	Broken or excess office furniture and equipment.	Return to stock

DISPOSITION INSTRUCTIONS

Unclassified material shall be disposed of by placing in regular trash receptacles or waste paper baskets. Classified documents must be disposed of in accordance with Secretary's regulations. Put obsolete blank forms in waste paper baskets. Furniture and other supplies shall be returned to the stock room.

CAUTION

No official files other than the types described above or those authorized in the Records Management Manual, Appendices A and B, Department Records Control Schedules should be destroyed.

Call your Records Officer or Records Liaison Officer for assistance and answers to questions.

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